



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	LABORATORY SUPERVISOR
3	Posting Number	PN#105414
4	Department	Health & Human Services Department
5	Division	Communicable Disease
6	Section	Medical Microbiology Laboratory
7	Reporting Location	1115 S. Braeswood
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.* (Some weekends and evenings/holidays needed) *Subject to change

9 **DESCRIPTION OF DUTIES**
Supervises all phases of the daily laboratory operations within a specific unit or section.

- CORE FUNCTIONS**
- Provides technical, budgetary, and personnel leadership to the Medical Microbiology section (Bacteriology, TB, Mycology, Parasitology, and Bioterrorism testing). Supervises the daily lab operations, including work schedules, etc.
 - Provides technical assistance with conventional and rapid microbiology techniques.
 - Implements, maintains, and monitors laboratory testing procedures, ensuring quality control and cost effectiveness. Maintains technical competence in all relevant testing procedures.
 - Provides for appropriate and adequate proficiency testing and quality assurance programs.
 - Ensures that all required reports and records are accurate and current. Attends continuing education programs.
 - Ensures laboratory compliance with all requirements of regulatory and certifying agencies. Requisitions laboratory supplies and equipment.
 - Performs other duties as assigned.

10 **WORKING CONDITIONS**
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in the Biological Sciences, Chemistry or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Five (5) years of professional experience in a Public Health laboratory or a similar facility are required. A Master's degree in the Biological Sciences, Chemistry or a closely related field may be substituted for two years of experience.

13 **MINIMUM LICENSE REQUIREMENTS** None

14 **PREFERENCES**

- Four years of experience on supervising a microbiology or public health laboratory preferred.
- Some weekends and evenings/holidays needed.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No
This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION** **GENERAL FUND POSITION**
Factors used in determining the salary offered includes the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:
Salary Range – Pay Grade 24
\$1,419 - \$1,961 Biweekly \$36,894 - \$50,986 Annually

18 **OPENING DATE** July 6, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

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